

November 26, 2013

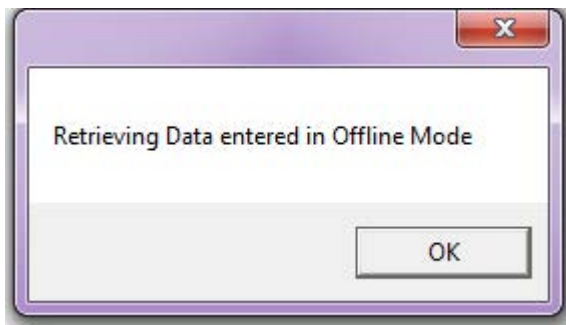
TIP#1—Coming back online after working in OFFLINE mode

- 1) Use the same laptop computer you used to complete the assessment in the person's home.
- 2) Be sure to access the MnCHOICES application using the MnCHOICES icon on your desktop and follow the steps to "Check in all assessments online." **Do not access MnCHOICES via SSIS or by directly accessing the MnCHOICES website using your Internet browser to come back online.**
- 3) When coming back online in MnCHOICES, you should see two notices (see notice examples below). **If you DO NOT see these notices, STOP IMMEDIATELY.**
 - a. Do not continue to log in online if you did not see these notices.
 - b. Contact your mentor and ask her/him to contact the SSIS Help Desk by phone, (651) 431-4801, or email, dhs.ssishelp@state.mn.us.

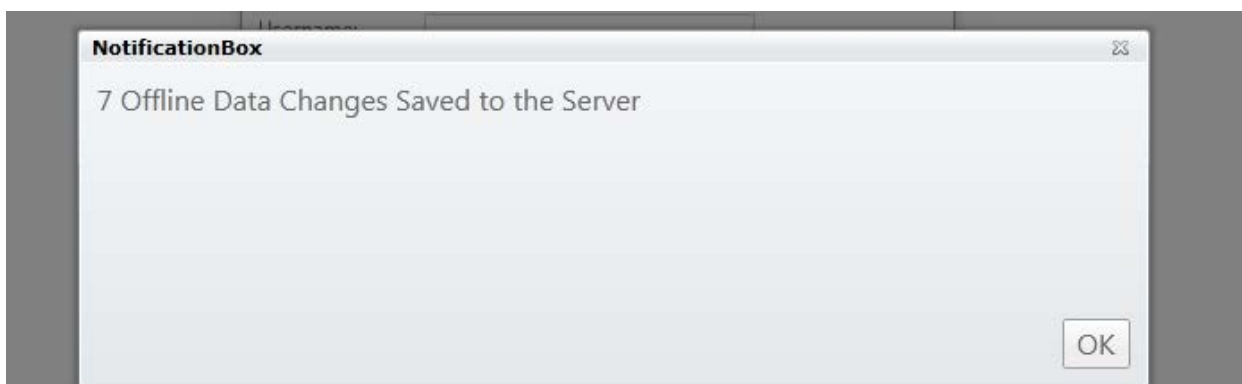
Note: If you proceed with any troubleshooting on your own, you run the risk of losing all the data you entered in offline mode.

If needed, consult the [MnCHOICES User Manual DRAFT](#) (available online) or *Step 3 – Part 1 Navigating MnCHOICES PPT* to review the process for coming back online.

NOTICE 1



NOTICE 2



TIP#2—When going offline

- 1) Be patient. Sometimes it takes a few minutes to save all the necessary files to the laptop you will be using to complete the assessment. The process of saving all necessary files to your laptop is handled by the software program Silverlight.
- 2) Don't take short cuts. If needed, consult the [MnCHOICES User Manual DRAFT](#) (available online) or *Step 3 – Part 1 Navigating MnCHOICES PPT* to review the processes for taking data offline and coming back online.

TIP#3— Before leaving the office to conduct an assessment in OFFLINE mode

- 1) Be sure to confirm that the MnCHOICES icon appears on your desktop.



If you do not see this icon appear on your desktop, stop and have your mentor contact the SSIS Help Desk by phone, (651) 431-4801, or email, Dhs.ssishelp@state.mn.us. Be sure to put MnCHOICES in the subject line.

- 2) Log in to MnCHOICES using the icon on your desktop to confirm that your MnCHOICES assessments are all offline and available to you to view and edit. That is, you should confirm that the assessment document for the person or persons for whom you are planning to complete assessments:
 - a. Are listed in your Assessment Queue, and
 - b. Can be edited; data is not grayed-out. Note: Person demographic data will ALWAYS be grayed-out in OFFLINE mode.